

I Believe In **HUD**

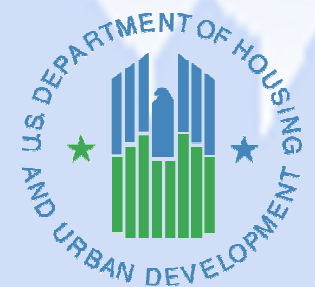
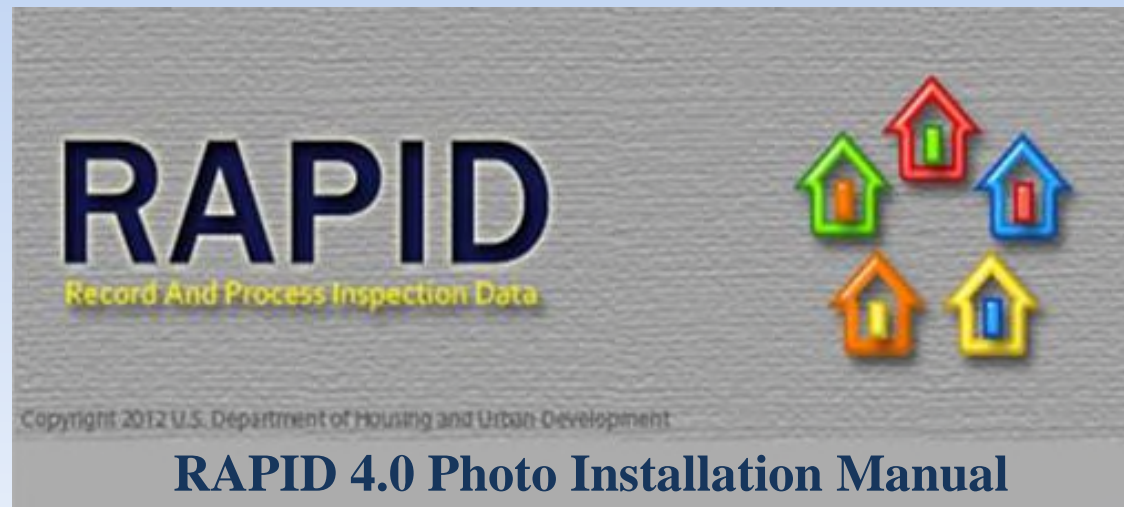





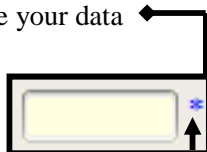


Table of Contents

Table of Contents	8
LEGEND:	8
Minimum Requirements	8
Prior to Installation	9
Installation Instructions for Windows 8....	11

LEGEND:

- ❖ Black Arrows {  } are used to indicate instructional steps to perform
- ❖ Action words (click, check, etc.) indicating a specific step will be in **bold italic** font
- ❖ Black Dotted Arrows {  } are used to indicate transition to the next step
- ❖ Red Dotted Arrows {  } are used to indicate areas of interest
- ❖ Blue Star: data fields with a blue star are required in order to save your data



Minimum Requirements

Feature	Recommended Specifications (DCD 4.0 Photo)	Minimum Specifications for Tablets (DCD 4.0 Photo)
1. Operating System	Windows 8.1	Windows 8.1
2. Rear Camera	3.15 MP	2 MP
3. Processor Speed	1.9 GHz	1.8 GHz
4. Hard Drive	64 GB	64 GB
5. Memory (RAM)	8 GM	4 GB (64-bit)
6. Screen Size (inches)	~ 10	~10
7. Screen Resolution	1920 x 1200	1280 x 800
8. Internet Capability	Yes	Yes

Prior to Installation

Back Up Current RAPID Client & Inspection Data

ALL INSPECTORS MUST PERFORM THE FOLLOWING STEPS:

Please ensure that you complete all the inspections that have a status of “In Progress” and upload them into the REAC System

1. Open Windows Explorer and click on the “Program Files” folder within your “C” drive;
C:\Program Files

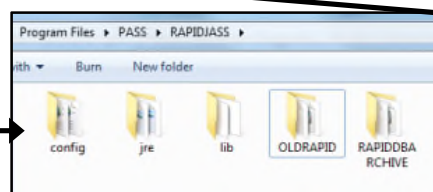
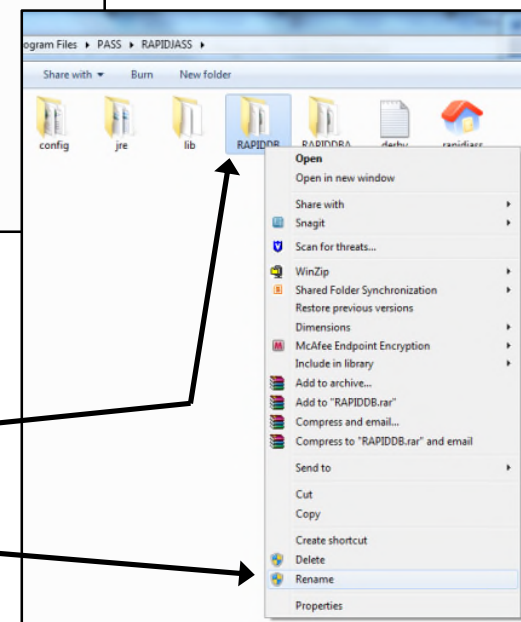
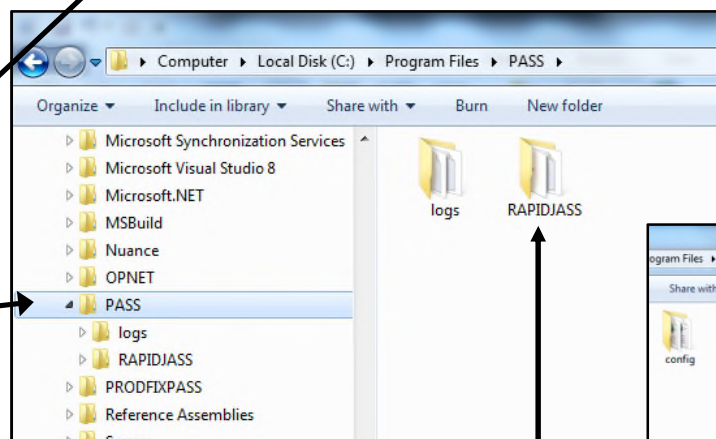
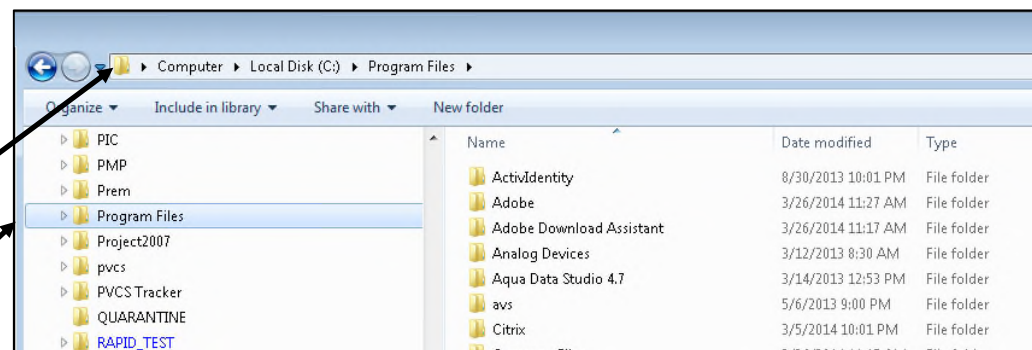
2. Click on the “PASS” folder

Please Note: if you have installed RAPID in another location, you will need to go to that location and select the “PASS” folder.

3. Double-click on the “RAPIDJASS” folder (it may say “RAPID_Photo”).

4. Right-click on the RAPIDDB folder, select “Rename” and change it to “OLDRAPID.”

Your RAPIDJASS folder will now contain the following.



**AND READ THE FOLLOWING:**

Please Note: if you *have not* already installed the latest, RAPID Client please proceed to the next page.

If you have already downloaded the latest RAPID Client, please complete the following steps:

1. Log into your DCD
2. Click the “Download” button on the “Top Menu” to display the Download Screen.
3. The “Connect” button will appear, click it to open the “Login” screen.
4. Enter your LAN/Secure Systems Username & Password.
5. Click “Login.”
6. Click “Yes” to synchronize your Reference Data; it will take approximately 5 minutes.

Your inspections will appear (if there are any scheduled for you) in the “Download Inspection(s)” window to the right.

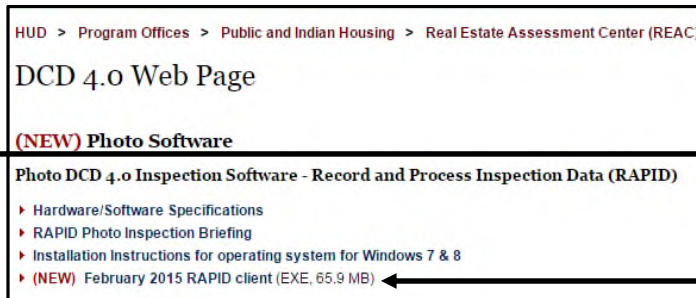
This concludes the installation process for you.

Installation Instructions for the Latest RAPID Client

To install the most recent RAPID Client, go to the following web site:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0

1. Click on the “DCD 4.0 Photo Software Download” link to start the process.

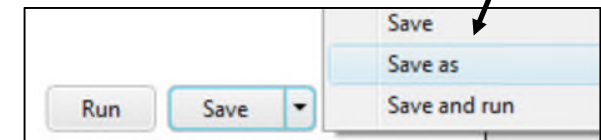
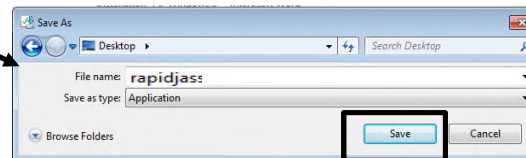


2. Click on the drop-down arrow next to “Save” and select “Save As”

The “Save As” window will open; it will suggest to saving to the “Desktop.”

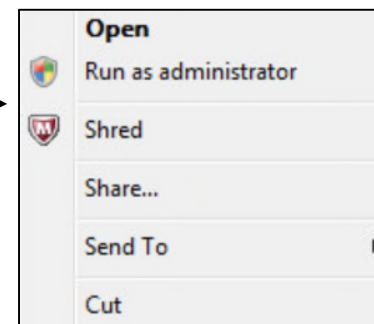
3. Click “Save.”

RAPID will start downloading. Once the download has completed, the RAPIDJASS icon will appear on the desktop.



Please Note: if you are running the application for the first time **THEN:** Right-click on the “RAPID_Photo” icon and select “Run as administrator.”

4. Double-click on the “RAPIDJASS” icon to run the application.



Please Note: you may get the following or similar “Security Warning” message. Ignore and click “Yes.”

The following window will pop up

5. Click the “Next” button

6. Verify the path in the address field to C:\Program Files\PASS\RAPIDJASS

Please Note: ensure that the “Create this directory if it does not exist” box is checked.

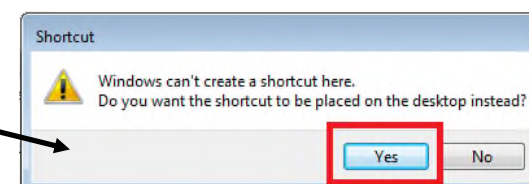
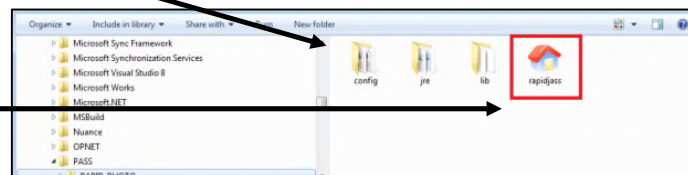
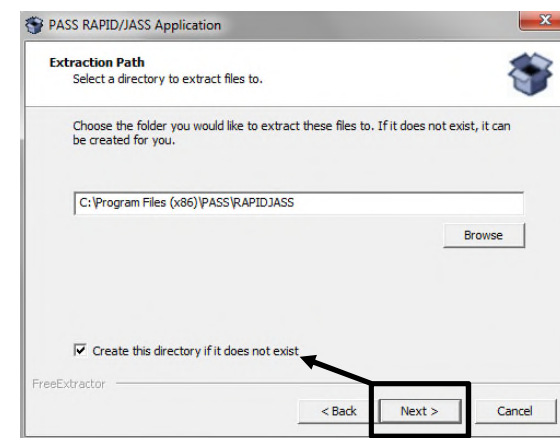
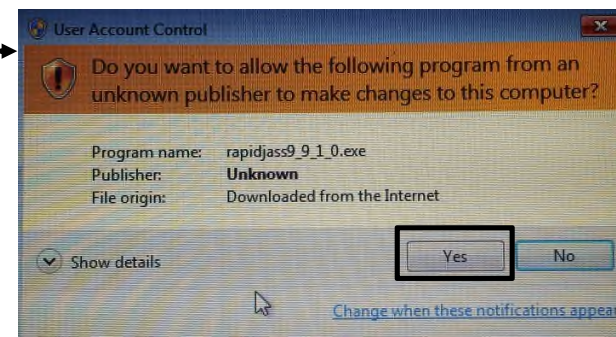
7. Click “Next” to extract the files.

8. Once the files have been extracted, open Windows Explorer, go to C:\Program Files\PASS\RAPIDJASS to verify the contents are as displayed.

9. Right-click on the “RAPIDJASS” icon and select “Create Shortcut” on Desktop

10. Click “Yes” if (depending on your OS) the “Shortcut” message displays.

11. Go to your Desktop to confirm the RAPIDJASS icon shortcut is there.

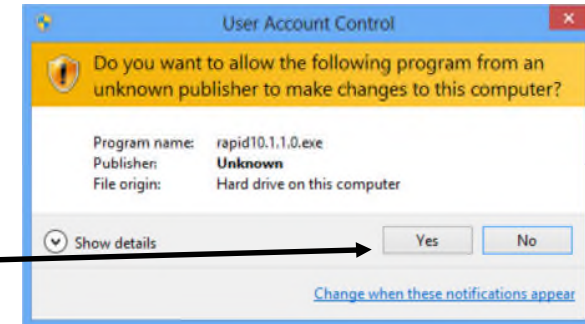


Please Note: if you are running the application for the first time **THEN:** Right-click on the “RAPIDJASS” icon and select “Run as administrator.”

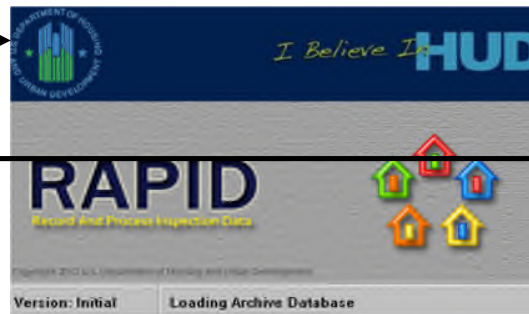
12. Double-click on the “RAPIDJASS” icon to run the application.



13. Click “Yes” on the “Security” message if you receive it.



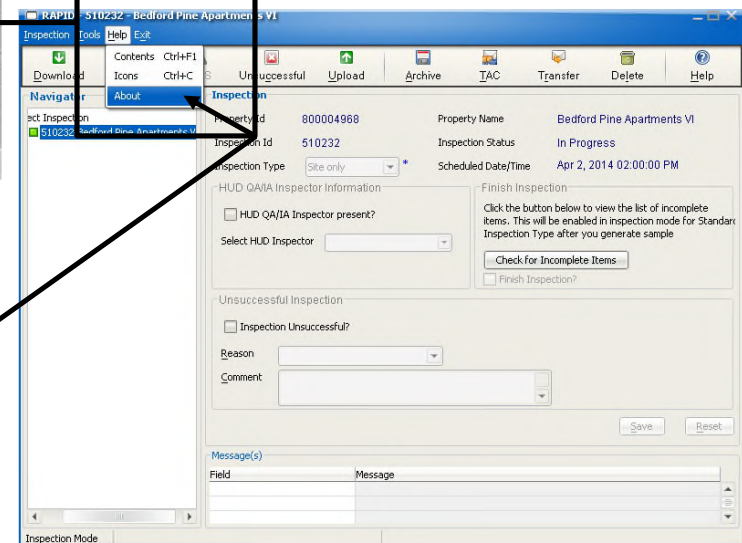
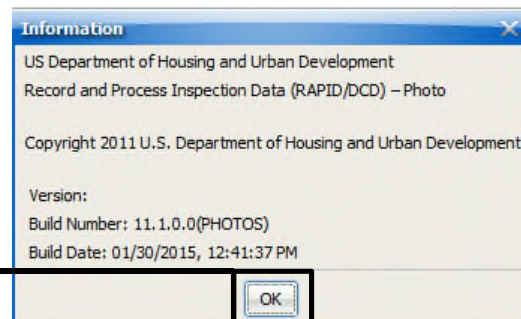
The following window will appear; this process loads the Main Database, creating a new “RAPIDDB” folder.



14. The RAPID PHOTO 4.0 application will open; click the “Help” button and select the “About” choice.

The “Build Number” should read 11.1.0.0(PHOTOS). The “Build Date” should read 01/30/2014, 12:41:37 PM.

15. Click the “OK” button to close the pop-up window.



- Please note:** If you have already downloaded inspection(s), prior to this installation, please go back and re-download those inspections again. They will not on your DCD until you do.

